

Book Release Checklist

Book Name/Release Date: _____

	Create:		
	Dedication		Note from the Author
	Recipes		Study
	Generate ISBN's		Contact Library of Congress for LOCN
	Generate Book Bible		Create Pretty Links
	Create:		
	Website Page/menu		Fiction Finder page
	Goodreads page		Square Store page
	Add to Bookbub Listing		Add to Bookfunnel // Website
	Bookbub preorder report		Bookbub featured new release application
	Contact Christian Indie Publishers Association		
	Press release through Christian Indie Publishers		
	Bookcrash reviews		
	Add to Publisher's Weekly Book Life		
	Contact radio and podcast sites as listed on CIPA site: follow guidelines on site. https://cipa.podia.com/courses/list-of-over-100-radio-and-podcast-media		
	Add to Christian Indie Publishers Consumer eBlast: To reserve a spot in an upcoming Consumer eBlast, email your request with "Consumer eBlast" in your subject line to cipa@christianpublishers.net . Follow guidelines on site.		
	Submit Christian Media PR Blast: create press release via instructions on site.		
	Contact local radio station and newspaper (https://wwkyradio.com/) (https://winchestersun.com/)		
	Submit to Book Life for review		
	Contact B&N for new release promos (need about 8 weeks lead time)		
	Upload Ebook:		
	Amazon		Draft 2 Digital
	B&N		AppleBooks
	Smashwords		GooglePlay
	Kobo		Store
	Upload Paperback:		
	KDP first, order draft		

	Lightning Source		
	Bookvault		
	Upload Audio		
	Website		
	Cover reveal		Week after release day – What Reviewers Are Saying
	Preorder on column widget		Autographed paperback pre-order
	Coming Soon – first chapter or preview with preorder		Release Day
	Social Media:		
	PromoRepublic posts for the week of release		Create video
	Generate countdown headers for social media sites		General countdown images for Instagram
	Newsletter		
	To main group preorder		
	To main group release day – segment through release week		
	To main group day after release		
	To main group 2 days after release		
	To Allies the day before		
	Add to OKP newsletter monthly		
	Allies		
	Create signup for special team		Newsletter release day - remind to share and do reviews with links to all sites
	Create group for special team		Live Facebook main group
	Live Facebook in special group		
	Update Book Bible		
	Mail copy of paperback to Library of Congress		
	Submit to Bookshare.org		
	Set up Goodreads giveaway to end 2 days before release		
	1 week out: Put book on sale \$1 off on store		
	Write blog post		Send newsletter